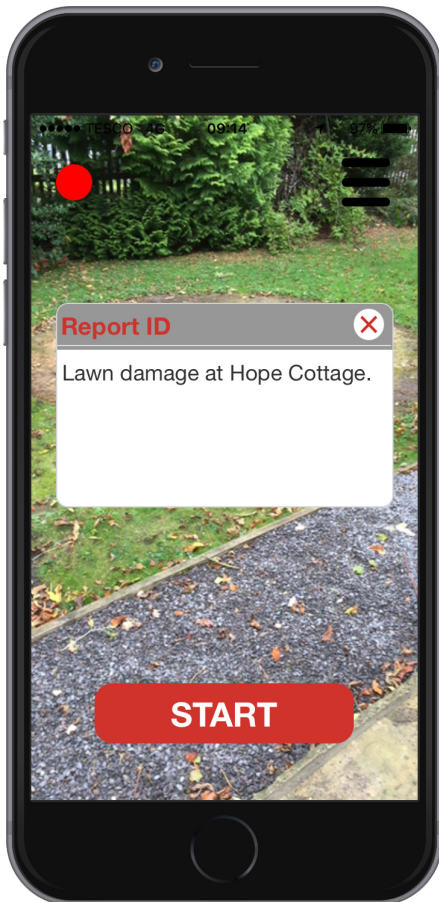# User Guide

USING REPORTCAM

To see an online video User Guide click HERE

Quick tip:

One account in the service is for one device only, so if you want to use a second or more devices please use a different email to register.

• Always speak to explain what you are showing during a recording.

Three simple steps to creating and sending a Report:

1 Enter a Report ID or close the box and get an automated ID (date / time).

Top Tips:

The ID will be the subject line in the email alerts so Reports can be easily found in your email inbox later on.
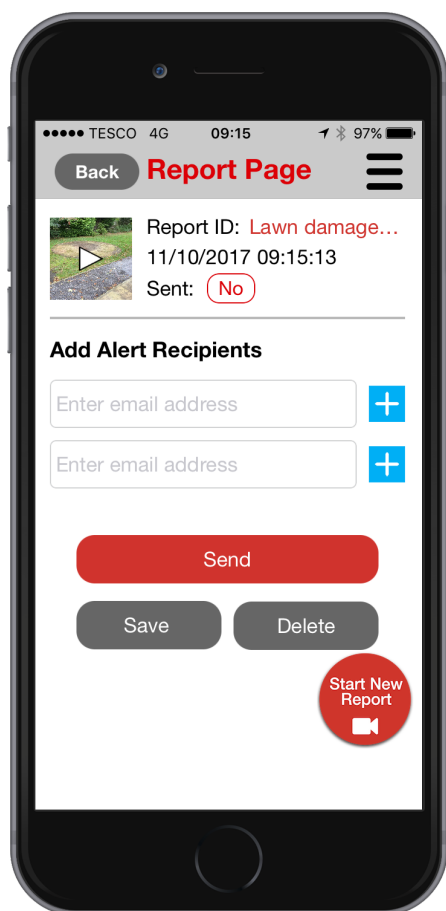Before pressing Start, you can hold the device in landscape to get widescreen video.

2 Press START, record the video for up to 30 seconds, then STOP.

Top Tip:

Explain the situation as a voice-over during recording.

3 On the Report Page you can add email Alert recipients, review the video, send, save or delete the Report.

Subscription users have a drop-down arrow to enter multiple email and SMS text Alert Recipients.

Top Tip:

EITHER send Reports immediately and keep the app switched on until the upload is complete OR save them and send all together later on. The correct time and location details will always appear on the Report Page, either way.

If there is no network when you try to send a Report, it will automatically be stored in Unsent Reports.
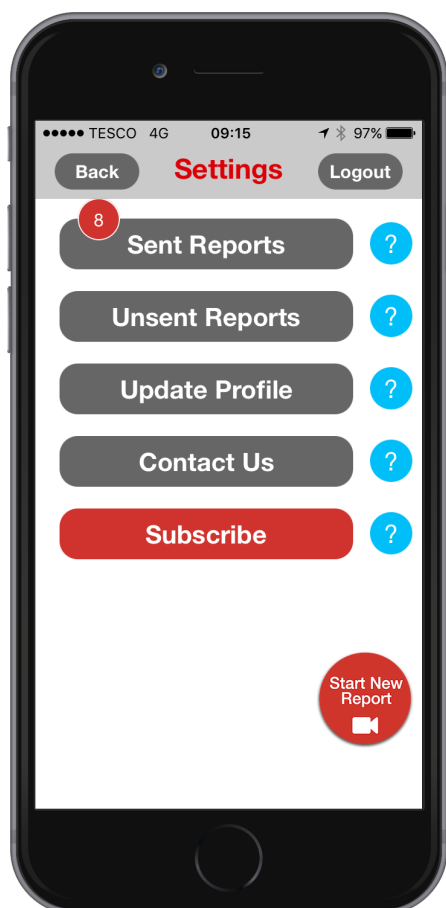
SETTINGS:

The Settings page gives you access to ten of your most recent Sent Reports and an unlimited number of Unsent Reports. You can also update your details, Contact Us or Subscribe from here.

Subscription users have additional buttons:

• **Messages: to read incoming messages from Alert Recipients.**

• **Torch ON/OFF.**

• **A code box to share the re-branding of Report Pages.**

Top Tip: Users will always be sent an email alert for every Report you create; you can download and share the Report from the links at the bottom of the Report Page.

also get:

Access to all your Sent Reports
Longer videos
More Alert Recipients plus SMS text alerts
The ability to re-brand your Report Pages with your logo

An increase in your cloud storage capacity

With no lock-in beyond one month.

REPORT PAGE:

The Report Page is stored on a secure remote server for up to one year during which it can be accessed at any time. After that it will be deleted, so you should download the Report if needed for longer.

The Report page shows:

1. Report ID
2. Sender details
3. Report creation & upload date and time details
4. The video
5. A location map
6. Share & download buttons
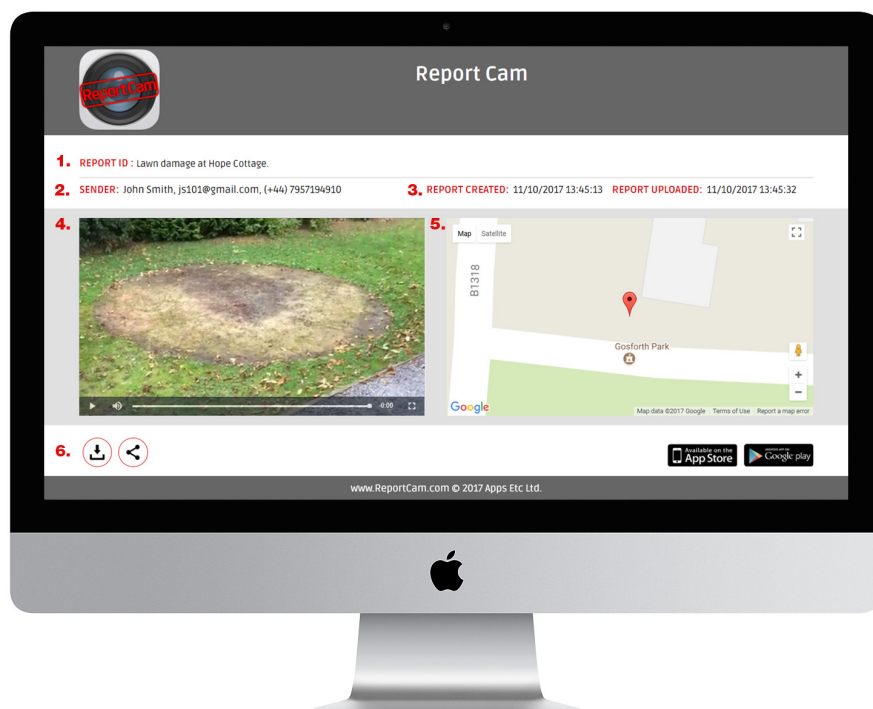
Top Tip:

Free users cannot access the Report Page when it is more than ten Reports old, so download it right away OR Subscribe to have unlimited access to all Reports AND the ability to re-brand your report pages with your own logo AND a text box for Alert recipients to message the sender.

Report Pages are stored on a secure cloud-based server so they cannot be edited or tampered with, delivering evidence more informative and compelling than ordinary video and pictures.